

**Andrew Stevens**  
Estate & Letting Agents

## FEES TO TENANTS

Client Money Protection provided by:



Independent Redress:



propertymark

## FEES TO TENANTS

### BEFORE YOU MOVE IN

Set Up Fee (tenant's share): £0 (inc VAT) for up to two tenants  
Referencing up to two tenants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.

Additional Tenant Fee: £0 (inc VAT) per tenant  
Processing the application, associated paperwork and referencing.

Guarantor Fee: £0 (inc VAT) per guarantor (if required)  
Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement.

Permitted Occupier Fee: £0 (inc VAT) per permitted occupier  
Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy.

Accompanied Check-in Fee: £0 (inc VAT)  
Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services.

Pet Deposit: returnable additional security deposit of £0 To cover the added risk of property damage. This will be protected with your security deposit in a Government-authorised scheme and may be returned at the end of the tenancy.

### DURING YOUR TENANCY

Amendment Fee: £0 (inc VAT)  
Contract negotiation, amending terms and updating your tenancy agreement during your tenancy.

Renewal Fee (tenant's share): £0 (inc VAT)  
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

### ENDING YOUR TENANCY:

Check out Fee (tenant's share): £120 (inc VAT)  
Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s).

Future Landlord Reference Fee: £0 (inc VAT)  
Collating information and preparing a reference for a future landlord or letting agent.

### OTHER FEES AND CHARGES

Lost Security Items: £60 (inc VAT) plus item cost  
Obtaining necessary permissions, sourcing providers and travel costs.

Out of Hours Services: £120 per hour (inc VAT) plus costs incurred  
Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the hourly rate.

Unpaid Rent / Returned Payments  
Interest at 8% above Bank of England Base Rate from date due.

Professional Cleaning (if required): £30 (inc VAT) per hour - deducted from the security deposit  
Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.